Annex D: ICTO PROCEDURES

An Interim Certificate To Operate (ICTO) is appropriate only in exceptional cases where a system cannot complete Interoperability Certification testing requirements prior to fielding for the following reasons:

    a. Urgent operational needs requiring fielding prior to testing.
    b. The first system to implement an interface.
    c. Similar situations that may warrant the granting of an ICTO and are approved by the ITP.

An ICTO is not appropriate for systems that have completed Interoperability Testing and failed to meet the identified interoperability requirements. The decision to field a system is the responsibility of the specific system fielding authority that, IAW DoD acquisition and interoperability policy (DoDD 5000 and DoDD 4630.5) should consider either the ICTO or the interoperability certification letter/test report in making that decision.

An ICTO shall not exceed 1 year in duration. Extensions may be considered by the ITP.

Approval of an ICTO will be contingent on the following process:

1. Requests for an ICTO will be submitted to the ITP using the form provided in Appendix 1. ICTOs will be issued for a limited time period, but may not exceed one year.

2. The request will be forwarded to the ITP Members for concur/non-concur via email whenever possible and added to the agenda of the next ITP meeting. However, if the mandatory sections of the form are not completed, the request will be returned for completion before it is submitted for member review. Urgent out-of-cycle processing may be requested and the ICTO will be processed electronically or telephonically. USJFCOM will provide an assessment of each ICTO request as to its impact on the operational environment from an operational user perspective. The request form for ICTO shall be submitted to the Joint Interoperability Test Command NSWC Attn: ITP Executive Agent, 101 Strauss Ave, Bldg. 900, Indian Head, MD 20640-5035. Automated requests may be submitted via email to the address ITP_EA@ncr.disa.mil or submitted online at the ITP web page (http://jitc.fhu.disa.mil/itp/ictoinfo.htm). A copy of the request should also be sent to the respective CC/S/A Representatives for coordination.

4. The ITP will invite the ICTO request originator via the submitting CC/S/A to the next scheduled ITP meeting to brief the members concerning the system and the justification for requesting ICTO versus interoperability test certification of the system.

5. The members will then vote and approve/disapprove issuing an ICTO for non-DSN or PSTN systems/equipments. When the request is approved the ITP chairman will forward a letter to the originator as well as all ITP members documenting the approval and the item will be tracked on the automated ICTO tracking function of the JITC

System Tracking Program (STP) described below. For DSN or PSTN systems/equipments the ITP will vote and make a recommendation on approving the ICTO request to ASD/NII as the DoD CIO. The ITP will not make a positive recommendation on a DSN or PSTN ICTO request without the concurrence of the ASD/NII ITP member.

6. When an ICTO is within approximately 90 days of expiration, JITC will notify the PM/Acquisition Agent that action is needed. If a satisfactory resolution between JITC and the PM/Acquisition Agent cannot be attained, the ITP EA will notify the responsible CC/S/A ITP representative for corrective action. Each of these ICTOs will be addressed at the next scheduled ITP meeting. A report containing the pertinent information on each open ICTO will be distributed to the members in the agenda read-ahead packages and the meeting minutes packages. It will be the responsibility of the CC/S/A members to ensure that final resolution of all ICTOs has been accomplished.

**Appendix 1 to Annex D: USMCEB Interoperability Test Panel Request (ITP)
Interim Certificate To Operate (ICTO) Form**

Note: Send completed form to ITP Executive Agent (email ITP_EA@ncr.disa.mil or via
FAX to (301) 744-2603 DSN 354. Questions: PH: (301) 744-2667 DSN 354

SYSTEM NAME (Including system version no.):

Is this system to be employed within DSN or a PSTN?   YES   NO (circle one)

REQUESTING AGENT:

COMMERCIAL PHONE NUMBER: (   )   DSN:

REQUESTING ORGANIZATION:
INTERNET/EMAIL ADDRESS:

MAILING ADDRESS:

CITY/STATE/ZIP:

Please insert pertinent information ONLY if different from above:

- **Program Manager POC/NAME/RANK:**

- **Commercial phone number: (   )   DSN:**

- **Requesting Organization:**

- **E-mail Address:**

Address:

SYSTEM DESCRIPTION:
NOTE: The System Description shall include:
  1. **How many systems will be fielded using this ICTO.**
  2. **Is it one service or joint?**
System description (for systems that do not currently have requirements documents identifying all system interfaces that have been provided to JITC) will include a matrix diagram of all joint/combined interfaces implemented or planned for implementation.

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TIP: Use of additional information documents is encouraged (i.e. Concepts of Operations, CRDs/MNS/ORDs/TEMPs/CDDs/ICDs/CPDs)

TIP: You may Include WebPages where additional information can be found. Electronic versions are encouraged.

JUSTIFICATION FOR ICTO
Mandatory comments will include:
1. Impact on program if ICTO is and is not granted
2. Impact on other associated programs if ICTO is and is not granted
3. Date system is required to be fielded for operational use
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SCHEDULE FOR CERTIFICATION (Absolutely Mandatory)**:** Provide a road map <u>with specific date</u> of when you will be able to certify the system and whether it is currently scheduled for joint interoperability certification. Provide a JITC POC who has been contacted for test coordination.

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